



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Social Worker/ Guardian ad Litem (GAL)

**OPEN:** April 18, 2022

**EXEMPT:** No

**SALARY:** \$25.00 per hour per grant

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**Grant Ends:** 09/30/2023

**CLOSES:** May 16, 2022

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Court

**SUPERVISOR:** Court Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Family Wellness Court Social Worker provides case management services to families in the Lummi Family Wellness Court.

The Guardian Ad Litem is appointed to cases to make recommendations to the court as to the best interests of children in child dependency cases and civil custody cases. The Lummi Tribal Court may also appoint guardian ad Litem to advise as to the best interests of vulnerable adults.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

### **Family Wellness Court Social Worker Duties**

1. Provide case management services for Lummi families in the Lummi Family Wellness Court.
2. The primary responsibilities include:
  - a. Develop a family case plan for family reunification.
  - b. Preparing reports for Family Wellness Court staffing meetings.
  - c. Referring family for needed services.
  - d. Monitoring family for needed services.
  - e. Conduct periodic (no less than monthly) Health and Safety interviews for family to assess their health, safety, and well-being in accordance with applicable policies, regulations and laws.
  - f. Document and report family activities for the case file and court purposes.
  - g. Develop parental service plans.
  - h. Monitor parental compliance with service plans.
  - i. Document and report all parental activity for the case file and court purposes.
3. Coordinate visitation between parents and children as determined by court order.
4. Submit annual and monthly reports to supervisor, both narrative and statistical, number and types of contacts and general view of tasks accomplished.

5. Attend all Lummi Family Wellness Court staffing meetings, hearings, trainings, and any other meetings related to Lummi Family Wellness Court.
6. Other duties as may be assigned.

### **Guardian Ad Litem Duties**

1. The guardian ad litem shall not have the status of a party, but rather as an advocate for the best interests of the child.
2. The guardian ad litem shall be present in court proceedings to present reports and be available for questioning by the court and the parties to the case.
3. Gather and assess independent information about the child's situation and needs by:
  - Interviewing the child,
  - Interviewing parents, caretakers, case managers or social workers, teachers, service providers, community members with knowledge of the child or family,
  - Reading records associated with the child and family, including, but not limited to, court pleadings, orders, and other documents filed or submitted to the court.
4. Attend court hearings, Child Consultation Team meetings, Family Team Decision Making meetings, Family Wellness Court staffing meetings and Family Wellness Court hearings, and other hearings/ meetings which concern the child and family.
5. Seek collaborative solutions with other participants in the child's case.
6. Communicate with legal in preparation for court hearings, if required.
7. Write child-focused reports for court hearings using program report format.
8. Make recommendations in the child's best interest.
9. Advocate for services both for the child and family.
10. Testify, when necessary, to support recommendations or inform the court of changes in the child's situation.
11. Ensure the court knows the child's wishes and if you support them or not.
12. Keep the child informed about the court proceedings, at the child's level.
13. Facilitate the child's participation in court hearings as appropriate.
14. Monitor the child's situation on an on-going basis.
15. Consult with the GAL staff for support and guidance.
16. Maintain a working file.
17. Provide statistical information as requested by the GAL Coordinator.
18. Keep all records and information confidential.
19. Attend continuing education trainings on child advocacy issues.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Social Work, or Human Services or related field of study.
- 1-year experience in a court system or Human/Social Service program working with at-risk youth.
- Must possess and maintain valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Applicant must provide a writing sample along with application
- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of and/or experience in the Lummi cultural community or other Native communities.
- Ability to comply with the policies and procedures of the Guardian ad Litem Program.

- Ability to be objective and non-judgmental.
- Sincere concern for the well-being of children, especially children of the Lummi Nation.
- Commitment to advocate for a child until the child is returned home or in a safe and permanent home is established, and court involvement is no longer required.
- Ability to interact respectfully with people from diverse economic, educational, and ethnic backgrounds.
- Ability to work cooperatively with different types of personalities.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect given preference.
- Commitment to GAL's goals and mission in alliance with Lummi Nation Tribal Code.
- Ability to communicate effectively; written, verbal, and interpersonal skills including conflict resolution
- Knowledge of crisis management and the ability to deal with situations that need immediate action.
- For Social Worker duties, must complete in-service training that includes, CPR First Aid, Naloxone, Blood Borne Pathogen, Car Seat, Peace Making Circle, Darkness to Light, and DCYF Academy, and other relevant trainings to this position.

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must have experience with the Lummi Children, Families and Culture
- Must obtain Washington CASA Certification within one year of employment.
- Must be capable of managing stress productively and effectively engage in high-stress situations.
- Must be sensitive to families, be a team player and respect confidentiality at all times.
- Must have reliable transportation and willing to travel to meet with families, children and providers, which may include out of state travel.
- Must be willing to work a flexible schedule.
- Must maintain the strictest confidentiality and professionalism.
- No person may be appointed as guardian ad litem if the person has a confirmed history as the perpetrator of child abuse or neglect or as a perpetrator of domestic violence. No guardian ad litem can have a conviction for a sex crime, felony crime of violence, or crime against a child; or a conviction in the past five years of a drug or alcohol related offense or an assault and battery.
- Must pass a background check for a confirmed history of child abuse or neglect, and a criminal background investigation for the listed history and offenses.
- Position is grant funded that will end on **September 30, 2023**. If additional funding is received this position will need to be reviewed for grading purposes.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov). For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume &

reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.